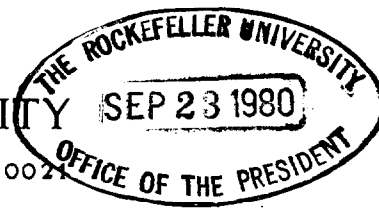




THE ROCKEFELLER UNIVERSITY

1230 YORK AVENUE · NEW YORK, NEW YORK 10021



September 22, 1980



Dr. Sylvia Frank
137 East 66th Street
New York, NY 10021

Dear Sylvia:

In the event that you might still be interested, I write to let you know that we do have another opening in the Development Office that might be more suited to your talents and experience than the one we discussed last time.

Specifically, we are seeking a person with excellent writing skills, such as yours, to be responsible for creating the written reports to all of our donors and for planning and implementing additional programs in connection with the stewardship of these gifts.

This is a new position where the incumbent will report directly to me and results from a reorganization of some of the functions in our office. Initially, this is at least a full time position since there is a considerable backlog of reports to produce. After a time, perhaps six months, the position might expand to take on additional duties depending upon the abilities and interests of whomever we hire.

If you are interested, why not give me a call. I would be delighted to talk with you.

Sincerely yours,

Frederick G. Lehmann
Executive Director for
Development and Public Affairs

bcc: J. Lederberg